CIRCULAR

This to inform all the staff members of the Univeristy that the software of the HR is upgrading, so, please note the below information for leave application;

1. The Leave (CL) cannot be applied by any staff member through Spine software due to upgradation of software in the January 2024. The CL will be applied through physical copy of leave signed by HOD/Principal & Approved by respective Academic Dean & Registrar & submit to HR Department.

2. For, the duty leaves (University Official work), the staff members have to submit the physical copy of application of DL signed by respective academic dean. For clock in & out, they have to send the Geotagged photograph of the location to HR department through WhatsApp's/email.

Note: Any leave will be considered only if it is approved 1 day prior (before 24HRS) By the Registrar through academic dean.

Above system of Leave application is applicable from tomorrow onwards till further instructions from RO office. In case of any query, please contact HR/RO office.

Registrar

Copy to;
1. The Vice President, Swarnim Startup & Innovation University
2. The Provost, Swarnim Startup & Innovation University
3. Chief Administrative Officer/Academic Director/Dean/Principals/Functional Head/HODs,/staff members of Swarnim Startup & Innovation University
4. Guard Filed.